

LANCASTER COUNTY JUVENILE TRAINING COORDINATOR

NATURE OF WORK

This is responsible work providing training to employees within a secure detention and staff secure facility.

Work involves researching, developing, implementing and evaluating training for facility staff, volunteers and contract personnel to ensure appropriate performance and compliance with applicable standards, rules and regulations. Primary work functions include providing classroom and on-the-job training to facility staff; developing training and staff development curriculums; and coordinating staff training schedules. Supervision is received from an administrative superior with work reviewed in the form of staff training successes, adherence to local, state and federal regulations and requirements and required reports.

EXAMPLES OF WORK PERFORMED

Research and develop training curriculum which complies with applicable local, state and federal standards, rules and regulations; implement and document formal classroom and on-the-job training for all facility employees volunteers and contract personnel; coordinate, schedule and provide remedial, inservice and continuing education training programs; develop training curriculums and evaluate training effectiveness; maintain all training records.

Serve as resource for facility personnel regarding application of facility policy and/or procedures; observe staff performance and make recommendations to supervisory personnel for employee supplemental or repeated training; monitor legislative activity regarding changes to juvenile detention facility training provisions and curriculum requirements.

Develop and monitor the facility's training budget; collate information and prepare budgetary reports; research, obtain and evaluate training materials and equipment for potential facility use.

May assume Juvenile Detention Supervisor responsibilities in the absence of key personnel.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles and practices related to juvenile detention.

Considerable knowledge of instructional methods and the educational process.

Considerable knowledge of juvenile behavior and behavior modification techniques utilized in a closed or secure environment.

Considerable knowledge of local, state and federal safety and security requirements within a juvenile detention facility.

Knowledge of the local and state juvenile-adult justice system.

Knowledge of computer hardware components and general computer software applications.

Ability to physically restrain a juvenile whose behavior is harmful to self or others or whose behavior jeopardizes security during transport.

Ability to use sound judgment in evaluating situations, making decisions and taking corrective action.

Ability to establish and maintain effective working relationships with representatives from the juvenile and correctional community, co-workers, residents and the general public.

Ability to communicate effectively both orally and in writing including the ability to develop training curriculums and give oral presentations.

Ability to evaluate work proficiency and performance competency.

Ability to accurately prepare and maintain written and computerized records.

Ability to react calmly and purposefully during crisis or emergency situations.

Skill in the use of standard audio-visual, computer and office equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in adult learning theory, criminal justice, human development or a related behavioral science field including some experience working with juveniles in a social service, detention or corrections program and experience training or directing the work of others.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in criminal justice, human development or a related behavioral science field including some experience training or directing the work of others or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Must possess a valid State of Nebraska driver's license. At the time of employment, must meet facility driving record requirements.

Must be a citizen of the United States and be at least twenty-one (21) years of age.

At the time of employment, must be fingerprinted for a Nebraska State Patrol criminal history search; must be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of one year or more from which a pardon has not been received; cannot be registered as a Child Abuse or Sexual Offender with the National Child Abuse and Neglect registry.

At the time of employment, must submit to and successfully pass a substance abuse test.

At the time of employment, must pass a physical examination and meet the physical and medical requirements of the job classification.

Approved by: _____
Department Head

Personnel Director

4/2001

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